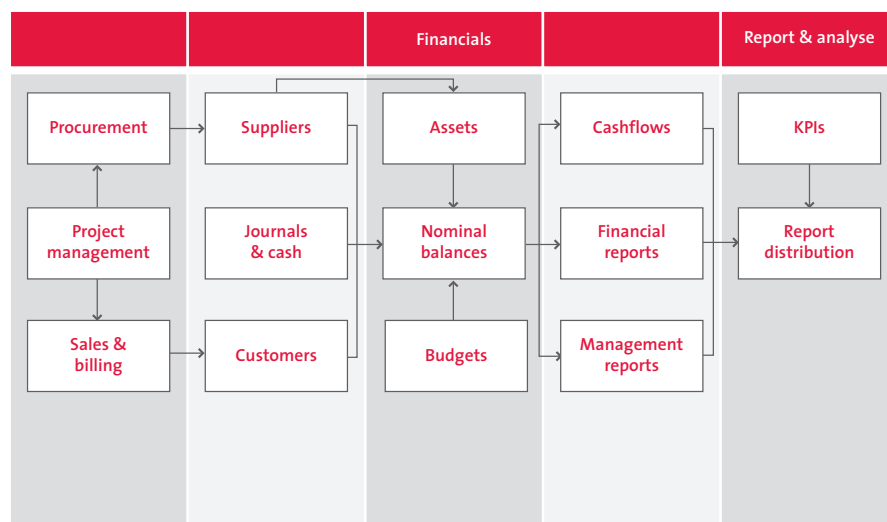


# Financials & accounting

With a heritage that goes back over 20 years, you can rely on Access Dimensions financial software to provide the very best in functionality, reliability and ease of use. At the heart of your solution, powerful ledgers provide instant access to your essential information. These are supported by a wide range of tools designed to make every one of your routines faster and more effective. From asset management to budgeting and forecasting – even doing your VAT return.



## Core Ledgers

Fully integrated to every other module, the Sales, Purchase and Nominal Ledgers store lifetime transactions for your whole business. Multi-year and multi-currency, this financial core powers the analysis and presentation of data across your entire solution.

## Management accounts

The Nominal Ledger ensures that up-to-the-minute management information is instantly available. Its flexible structure and powerful reporting caters for the most complex of divisional and cost centre structures with 360 views for total visibility.

## Instant management information

The Nominal Ledger is automatically updated, in real-time, by every other ledger – ensuring that up to the minute management information is instantly available.

Two years' accounts can be open at any time, without losing any of the controls of a period based system, including a proper auditable cut off.

## A snapshot of your business

The flexible functionality within the nominal ledger provides a snapshot of your business, allowing you to see sales, costs and overheads summarised onto a single screen.

You control what is displayed, slicing and dicing the data and, if required, moving away from the conventional Profit & Loss top-down hierarchical view.

## Full transaction history with drill-down

Interrogate your data in sophisticated ways, filtering out information you don't need then drill down on an individual account to display double entry details, allocation history and source documents for every transaction.

## Contents

Core Ledgers

Management accounts

Budgeting

Sales Ledger

Purchase Ledger

Asset Manager

Multi-currency & multi-language

Sales & Purchase Contras

Inter Company Trading

VAT return

EC-SSD & Intrastat

From monthly summaries to detailed views, the depth of information and analysis readily available within the nominal ledger makes management reporting powerful and easy.

### **Flexible journals**

Recurring journals are available within the Nominal Ledger for direct debits and standing orders. Reversing journals can be posted simultaneously into two periods to cater for accruals and pre-payments. Journals can be automatically profiled, by percentage, across any number of accounts. VAT and other taxes can be included or excluded, as required.

## **Budgeting**

### **Budgeting in Excel**

Using the Access Office Integration (AOI) module, you can enter and revise budgets either from Dimensions or the familiarity of MS Office. Two-way integration enables you to download existing budgets and actual into a spreadsheet or upload a new spreadsheet into the accounts. Either way, you can leverage all the power and flexibility of the spreadsheet to fine-tune your budget before updating it to your Nominal Ledger.

The system can track and monitor multiple budget revisions and the live link ensures that the information is always accurate. Set budgets and revised forecasts for customers, suppliers and projects – even budget for your business carbon footprint by project, department and the whole company.

### **Budgeting in the Nominal Ledger**

Budgets are easy to create and can be allocated to any nominal code, for example, sales targets or overheads. Review performance against budget at any time using standard reporting tools then store multiple revisions. When creating new budgets, save time by simply retrieving existing figures and then quickly amend by percentage increments of your choice.

### **Purchase control**

You can also set budgets within the purchase order processing area of the software to help you manage costs.

For example, you can set maximum order values or spend per period by buyer, so that person or department can only place orders within a given value. Obtaining sign-off for spend outside this value is supported by in-built authorisation rules for control and visibility.

### **Project budgeting**

Budgets can be set for both costs and revenue purposes. Once in place, budgets can be profiled either weekly or monthly for maximum reporting and visibility throughout the lifetime of the project.

Obtaining sign-off for both resources and budgets is supported by in-built processes, leaving behind a full audit trail. Signed-off projects can then be made live in the Costing module, presenting you with clear, concise project information in addition to conventional P&L reporting.

### **Carbon budgeting**

Your solution enables you to easily set internal targets for emissions reduction. Using the Accounting for Carbon Emissions (ACE) function, budgets can be defined by emission group (e.g. 'passenger travel') and each is broken down by corresponding classification so that each sub-group (e.g. sales department) can be allocated individual targets. You can select whether to generate a budget from the actual values posted or from a copy of a previous budget, making it easy to plan an increase or decrease in carbon consumption.

## **Sales Ledger**

Maximise the value of your Sales Ledger with instant, detailed information on your customers' individual requirements, their trading terms and histories. Analyse sales by every demographic that's important to your business and build stronger relationships while maintaining tight credit control.

### **Detailed customer records**

Within the Sales Ledger, you can enter eight pages of free format notes for each account, and an unlimited number of contact names and addresses.

User definable sort keys allow data to be selected and subtotaled by any category.

### **Customer terms**

With a choice of ten price bands and a whole range of discounts, you can allocate unique terms to each of your customers. The Price Matrix within the Sales Ledger can store a unique price or discount for every stock item, for every customer. The Credit Control module can be used to place customers on (or off) stop automatically, while advance payments, deposits, partial payments and all manner of cash allocations are all handled with ease.

### **Instant information**

Customer turnover can be viewed within the sales ledger on a month by month basis, for 39 periods. You can drill down to enquire on transactions and outstanding orders (and their detail) for the current, last and all years. Sales orders and invoices can be reprinted at will, and you can review the profit and margin for every invoice and order, summarised by product or product line.

### **Allocation history**

You can view a complete history of activity for each of your customers, showing all allocations and corrections for the current period, current year, last year or all years. Allocations can be reversed and corrected.

### **Reporting**

Pop-up windows within the Sales Ledger display the profit value and percentage margin for each customer. Summarised or detailed aged debtors lists, sales statements and customer analysis can all be printed at any time. You can instantly view turnover, month by month, for the last three years and can search, sort and subtotal a life time of transactions for each customer.

### **Web-enablement**

URLs and e-mail addresses, web passwords, pictures and spreadsheets can all be stored in the Sales Ledger for every customer. Simply click to launch a customer web site or send an e-mail message. You can also publish sales statements and detail the progress of outstanding orders on a secure web site.

## Purchase Ledger

A central store for all your detailed supplier information, your Purchase Ledger provides all the tools to carefully analyse performance at the most detailed level and negotiate the best possible prices and payment terms. Workflow is punctuated by flexible, automated payment and authorisation routines. A fully integrated Invoice Register scans and circulates invoices for matching and approval.

### Instant information

Each supplier record within the Purchase Ledger allows an unlimited number of contact names and addresses and contains eight pages of free format text for notes. User-definable sort fields help you search and subtotal, enabling flexible analysis of supplier records and transactions.

You can view supplier turnover month by month for 39 periods and then drill down to enquire on any transaction or outstanding order in the Purchase Ledger (and their detail) for the current year, last year, or for the lifetime of the account.

### Time savings

You need never look up historical invoices from manual files again. Invoice detail lines can be described with an entire paragraph of narrative. This full detail is transferred from the Purchase Ledger into the Nominal Ledger and is fully traceable, instantly on screen. The invoice and all accompanying documentation can be scanned and a digital copy held against the transaction for instant recall and review.

### Understand your costs

The Purchase Ledger brings an entirely new dimension to Costing analysis. Every detail line of an invoice can be analysed individually, with allocation to an unlimited number of purchase headings, to different project and cost codes in the Costing module, and to the Nominal Ledger.

An Analysis Matrix can fully automate selections using pre-determined guidelines.

### Flexible transactions

Invoices can be batched in the Purchase Ledger, awaiting approval, and all batched transactions can be amended before being written into a secure audit trail. Invoices can be flagged as 'in dispute' until they are cleared for payment, including those approved for content. Posting the batch updates the supplier account, the Nominal Ledger and all reports throughout the system. Invoices can either be posted directly into the Purchase Ledger, or pre-approved using the Invoice Register.

### Suggested payments

Access Dimensions helps you plan cheque runs on-screen, working by date or due date and advising on settlement discounts available. In either case, you can specify up to two levels of approval for a pay run, using hard copy suggested payment lists or simple on-screen authorisation.

Remittance advice notes, cheques and BACS payments are all automated. Advance payments, deposits, partial payments and all cash allocations are handled with ease. If required, allocations can be reported or reversed in the future.

## Cash Book

Flexible day-to-day cash management is provided by the Cash Book module, which updates the Nominal Ledger instantly, whether you're initiating transactions direct or posting in the Sales and Purchase Ledgers. A full history of receipts and expenses is easily available via drill-down, while everything from petty cash to bank reconciliation is easily managed.

### Dynamic real-time updates

All financial transactions and operations, including cheque writing, can be initiated from the Cash Book module, which then updates all other modules in real time – or on a batched basis if preferred. If cash is posted in the Sales and Purchase Ledgers,

it will be passed immediately into the Cash Book and Nominal Ledger (and vice-versa).

### Instant information

You can drill down to enquire on receipts and expenses for the current year, last year or all years, and reports are available in bank statement format. You can view one account at a time, or show an accumulated total for all banks per currency. An unlimited number of accounts for foreign currency, credit cards and petty cash are available, giving all the flexibility your company needs.

### Petty cash

A petty cash facility is incorporated within the cash book, enabling you to track and reconcile the balance of multiple cash floats.

## Asset Manager

This powerful tool provides a precise breakdown of the lifecycle of every asset in your system. Depreciation, disposal and revaluation history are handled automatically while details such as maintenance costs and insurance valuations are easy to track.

### Asset lifecycle at-a-glance

When assets are valued, it is important to have a precise breakdown of the life cycle of events. With our software you can record all depreciation, disposal and revaluation history associated with each individual asset in the system. This information is presented in easy to use summary screens that show at a glance the value of an asset in the current year and a history for all previous years that the asset has been in existence.

### Saving you time

The software depreciates your company's assets automatically and enables you to track other details such as maintenance and service costs. The Nominal Ledger is instantly updated following the calculation of monthly depreciation and revaluations and Nominal Ledger journals are created seamlessly for you. In addition, new acquisitions can be added to the register at any time selectively from the Purchase Ledger.

### **Manage valuations with ease**

The in-built diary facility will ensure that important dates do not get overlooked. For example you can see instantly whether an asset is under or over insured, track MOT and service dates and much more.

### **Improve efficiency – linked assets**

Asset Linking ensures related assets are reported together, making the process of managing your company's fixed asset register extremely easy.

All changes to an asset regarding depreciation, additions, disposals and revaluations are tracked with a full audit history. Asset duplication ensures conformity in the information entered against multiple assets.

Automated asset numbering and customisable bar code labels assist with the control of large numbers while location and ownership tracking ensure a true representation in your asset register.

### **Traceable & auditable**

With a huge range of detailed reports and powerful drill down facilities, it's so easy to trace transactions from the lifetime of your system.

### **Unlimited analysis**

A detailed record is maintained for each asset with provision to record serial number, barcode, supplier details, location or owner of each asset, and much more.

Assets can be associated with a department or owner, and classified within user-definable categories such as finance, vehicle, plant, building and office equipment registers. Each category has a depreciation frequency associated to it and a default number of years to depreciate.

### **Nominal accounts**

Nominal account detail can be recorded system wide, against asset categories or at individual asset level. The software allows all assets to be depreciated, with or without a residual value, and they can be disposed of, or added to, at anytime.

### **Instant retrieval of historical information**

All transactions are permanently recorded within an audit trail so a detailed and precise breakdown of an asset's history is always known. The information is presented in easy to use summary cards that show the current value of an asset (as well as values in all previous years) at the click of a button.

### **Manage large number of assets**

Companies with a large number of assets to manage will save valuable time using features such as the mass disposal and asset duplication.

### **Make informed decisions**

You can store virtually limitless information for each asset including photos and any associated documentation. The equipment database in the software acts as an additional information source. Non-capital items and detail relating to those items can be recorded about an asset and tracked centrally, eliminating the need for several databases.

For example, when computer hardware is held in the Asset Register for depreciation, details of the software that it runs can be held in the equipment database. This may include related licence dates, supplier details, and maintenance information.

Detailed information on all items valuable to your organisation, both capitalised and expensed, can be accessed. This facilitates decision making when it is not possible to view or physically review each asset at the time decisions must be made.

### **Flexible reporting**

The powerful reporting function allows the production of a full range of regular reports using flexible user defined criteria. Reporting definitions enable you to configure sorting, grouping, sub-totals, and filtering in the reports you require. An ad-hoc report writer provides the facility to generate custom reports.

### **Management functions**

Effective use of this facility can save you enormous amounts of time in producing your asset-related management statements.

You can report on current or past period transactions, define different summary views and produce the lead schedule needed for statutory annual accounts.

### **Depreciation forecasting**

Depreciation forecasting assists in the preparation of future budgets by enabling forward-looking snapshots of an asset or a group of assets to be developed.

### **Asset Manager for non-accounts users**

Two-way data exchange between Asset Manager and Excel has provides non-technical users with a very powerful tool for directly transferring data into spreadsheets. Non-auditable data can be transferred into Excel, manipulated and written back while time-consuming tasks, such as reorganising locations or updating renewal dates, can be carried out on large numbers of assets and also immediately written back.

## **Multi-currency & multi-language**

Trade anywhere in the world with ease. Access Dimensions enables dual base currencies, unlimited number of currencies on transactions, and straightforward revaluation of debtors, creditors and bank accounts.

### **Multi-currency**

With a dual-base currency system, all transactions entered in your home currency, say Pounds Sterling, can be reported in a second base currency, such as Euros or Dollars. This applies, whatever the currency of the transaction (e.g. Yen).

### **Unlimited currencies**

Your system supports any number of currencies and exchange rates, enabling you and your suppliers to transact in any currency required. Defaults can also be set for specific customers and suppliers so that the system always proposes transactions in an appropriate currency.

### **Auto calculation of exchange rates**

For flexibility, transactions can be processed at the current or a spot exchange rate.

Orders that have been outstanding since before a rate change can be re-calculated at the time when they are processed.

### **Invoicing & currency**

Invoices in one currency can be paid in any currency of your choice. Debtors, creditors and bank accounts can all be re-valued at any time. Company reports can be produced in your home currency or second base, and can be converted to any currency at a spot rate if required.

### **Multi-language**

You have the freedom to operate in any script-based (Western) language of your choice. Each of your staff can choose the language they wish to use as standard, enabling you to have different languages on each terminal.

### **Industry specific terminology**

Screen labels and prompts (such as alerts and warnings) can be changed at any time, reflecting the terminology used by your specific industry.

### **Sales & Purchase Contras**

This feature reduces administration for companies that trade as both a customer and a supplier. By enabling customer/supplier codes to be matched, outstanding transactions can be 'contraed', so reducing the number of repeat orders/invoices that require processing.

### **Contra transactions**

Once it's been agreed that it's more efficient to contra a transaction, simply open the contra posting window and enter the reciprocal code. Double click or run the auto balance, and the contra is complete.

Settlement discounts are taken into account without any re-keying, and the corresponding adjustments automatically created in each ledger. For purposes of audit, a full allocation history is fully viewable from either the sales or purchase ledger.

### **Multi-company trading**

You can also link multiple customers to a single supplier and vice versa, increasing efficiency in a holding company/subsidiary environment where many inter-company transactions take place.

### **Inter Company Trading**

When two or more companies within a group trade with each other our Inter Company module enables transactions entered in a database to be automatically mirrored in another corresponding database. This feature removes the need for you to manually post transactions twice or have staff in each subsidiary entering information separately.

For example, if you purchased IT equipment for different groups within your organisation, you could charge each department for the specific purchase. Within the purchase invoice, you can use inter company nominal codes, which prompt you to enter details of which company each element should be charged to. When the purchase invoice is posted, a journal is created automatically in each of the inter company databases.

### **VAT return**

VAT reports can be produced on a monthly or quarterly basis, and reprinted at any time for flexibility.

The VAT return is generated in the standard HMRC format for ease of submission with a full corresponding audit trail.

### **EC-SSD & Intrastat**

Intrastat forms are generated as standard reports, and electronic submissions are fully catered for. Each stock and price record stores its own commodity code, country of origin and net mass. These details are used when generating Intrastat reports, which can be submitted to HMRC in CSV and EDI formats.

### **Who we are**

Access UK is a specialist software developer and consultancy business. Developed here in the UK and supported locally, our aim is to cut through complexity and increase efficiency for your business.

Multi-award-winning, Access offers solutions for accounting and finance, manufacturing and distribution, professional services automation, HR, payroll, service management and CRM.

### **Further information**

For further information on the Access software portfolio, please telephone us on **01206 322575**, email **info@theaccessgroup.com** or, alternatively, visit our website at **www.theaccessgroup.com**